

Constitution of the Gillies Community Centre

revised December 2010

1. Authority

Volunteer Executive Council comprised of 5 officers, hereafter referred to as “Council”, elected to run the Gillies Community Centre.

2. Name

- (a) The name of the organization shall be the Gillies Community Centre, hereafter referred to as “the Centre”.
- (b) The location of the Centre is the South Half of Lot 7 Concession 2 South Gillies. Mailing address is RR 1 South Gillies, Ontario P0T 2V0

3. Area

The Centre shall serve mainly the Township of Gillies and other adjacent townships, but in no way will restrict itself to participation from any area.

4. Aims

- (a) To promote volunteer community involvement and provide the opportunity for all individuals to participate.
- (b) To provide social, athletic, cultural, education and creative activities both in and around the Centre.
- (c) To actively promote relations between other centres and community groups.

5. Operation

- (a) The Centre shall be governed by an elected volunteer executive council.
- (b) The Elected council will be responsible for the operations, maintenance and programming of the Centre.
- (c) The operation of the Centre shall be carried on without purpose of gain for its council members and any profits or other accretions to the Centre shall be used in achieving its objectives.

6. Finance

- (a) Signed powers for the Centre shall be held by the President, Vice-President and Treasurer with two signatures required on each cheque.
- (b) The books and records of the Centre shall be reconciled by year ending of each fiscal year by a qualified person.
- (c) All monies acquired under a lottery license shall be deposited into a Lottery Account. All other monies shall be deposited into a General Account.

7. Amendments, Repeals and Revisions to the Constitution.

- (a) A written notice of proposed changes to the constitution must be posted at the Centre one month prior to a general meeting.

- (b) Changes to the constitution can only be approved by a vote at a general meeting.
- (c) A simple majority will be needed to confirm any change to the constitution.ⁱ
- (d) Changes to any proposed amendment to the constitution can be made by a motion from the Council at this meeting.ⁱⁱ
- (e) In the event of dissolution of the Gillies Community Centre, any remaining funds will be given to a recognized charity.ⁱⁱⁱ

8. Fiscal Year

The fiscal year shall be from 1st of January until the 31st of December.

9. List of Executive Officer Positions

The officers of the Centre shall be:

- President
- Vice-President
- Secretary
- Treasurer
- Building Maintenance

10. Elections

- (a) The officers shall be elected by a majority vote at the January meeting and serve for a period of two years.
- (b) All individuals must be eighteen years of age to run for the position of executive officer.
- (c) To be eligible to hold the office, a volunteer executive officer must attend at least 6 general meetings each fiscal year.
- (d) Vacancies among the officers shall be filled for unexpired terms by any member of the public by a simple majority vote at a general meeting.

11. Duties of the Officers

- (a) President shall:
 - Preside over all meetings and executive meetings of the council.
 - Generate meeting agendas and ensure assigned tasks are completed
 - By member ex-officio of all committees
 - Vote only in the event of a tie vote.
- (b) Vice-President shall:
 - In the absence of the president take over all duties as required.
 - As needed, act as a committee person.
 - As needed, act as a special events chairperson.
 - As needed, act as a supervisor.
- (c) Secretary shall:
 - Record minutes of all meetings as required.
 - Circulate copies of minutes as required.
 - Write and send correspondence as required
 - As needed, act as a committee person
 - As needed, act as a special events chairperson.

- As needed, act as a supervisor.
- (d) Treasurer shall;
- Supervise all monies in general and lottery accounts
 - Present a financial report at all general meetings
 - Assist in yearly reconciliation of books
 - As needed, act as a committee person.
 - As needed, act as a special events chairperson.
 - As needed, act as a supervisor.
- (e) Building Maintenance shall:
- Ensure general upkeep of building.
 - Make minor repairs as needed.
 - Present reports to Council, as required.
 - As needed, act as a committee person.
 - As needed, act as a special events coordinator.
 - As needed, act as a supervisor.
 - Carry out monthly fire safety checks as set out by local fire regulations.

12. General Meetings

- (a) To be held the third Monday of every month with the exception of July and August.
- (b) All members of the general public must be eighteen years of age to vote.
- (c) Meeting date changes will be posted outside the Centre at least one week in advance, where possible.

13. Executive Meetings

- (a) President may call an executive meeting, where deemed necessary.
- (b) A quorum must exist of President and two officers.
- (c) All elected officers and president may vote at executive meetings.

Beth Stewart
 President
 May 16, 2005

Markus Hoffman
 Vice-President
 May 16, 2005

ⁱ Revised by vote at the general meeting of May 16, 2005.
ⁱⁱ Revised by vote at the general meeting of May 16, 2005.
ⁱⁱⁱ Revised by vote at the general meeting of May 17, 2010